



OFFICIAL MAIL PRE-DEPLOYMENT BRIEF



***Training For Personnel
Who Prepare, Process And
Receive***

OFFICIAL MAIL

**I NEED
HELP !!!!!!!
!!**

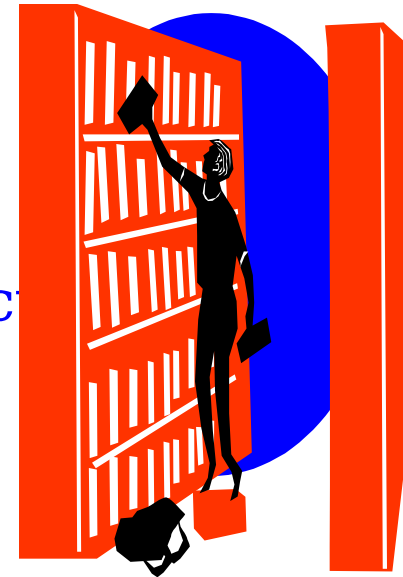




DON and DOD REFERENCE MATERIAL



- **DOD Official Mail Manual
(DOD 4525.8-M)**
- **COMNAVREGMIDLANTINST 5218.1**
- **COMNAVREGMIDLANTINST 5218.2**
- **SECNAVINST 5510.36**
- **Navy Official Mail Management Instruc
(OPNAVINST 5218.7B)**
- **OPNAVINST 5112.5A**
- **OPNAVINST 5112.6C**
- **Department of the Navy Correspondence
Manual
(SECNAVINST 5216.5D)**





REFERENCE MATERIAL



❖ The following is a list of required publications. Hard copies are required only when access to electronic copies are not available.

❖ U.S. Postal Service publications are available on the Internet under **www.usps.com**, your ships Post Office should have:

- USPS Domestic Mail Manual
- USPS International Mail Manual
- USPS Postal Bulletin
- USPS Poster 123-L or Poster 123-S (Postal Rates & Fees)
- USPS Zone Chart



OFFICIAL MAIL METERS



❖ Why Issue Official Postage Meters?



■ When using postage stamps, the Navy requires commands to maintain records of daily stamp usage and conduct monthly audits. This is time consuming, creates paperwork and reduces efficiency.

■ A plan was implemented to maintain a pool of meters to issue prior to deployment. One postage meter license at each Navy mail center for use aboard ships ensures that the Navy maintains proper accountability of official postage meters.

■ The use of meters will eliminate the need



METER REQUEST



- ❖ **Meter requests must be submitted to the Regional Navy Mail Center at least 3 work days prior to pickup.**
- ❖ **Personnel designated by the Admin Officer will receive:**
 - **Detailed briefing on operating meter issued to them**
 - **Instructions on how to annotate daily entries using PS Form 3602-A**
 - **Steps and procedures for requesting extra postage and supplies while deployed**



LETTER of REQUEST



❖ **LETTER OF REQUEST**

- **Must be on Command letter head.**

- **Include the following information:**

- a. **Name and rate of the individual who will pick up and be responsible for the issued meter.**

- b. **Anticipated date of deployment/underway period.**

- c. **Pick-up date.**

- d. **Telephone number and e-mail address of the meter custodian and/or Admin Officer.**

❖ **The following statement should be included at the end of letter:**

The (SHIP'S NAME) understands that the issued meter/meter head is the property of the RNMC,




LETTER of REQUEST



❖ The Letter of Request
will be on file with the
meter checklist until the ship
returns from deployment.



DEPARTMENT OF THE NAVY	
USS MOUNT WHITNEY (LCC/JCC 20) FPO AE 09517-3318	
	5110 Ser 00/290 03 Aug 04
From: Commanding Officer, USS MOUNT WHITNEY (LCC/JCC 20) To: Regional Navy Mail Center, Fleet and Industrial Supply Center, Norfolk	
SUBJ: OFFICIAL MAIL METER REQUEST	
Ref: (a) OPNAVINST 5218.7 (b) DOD 4525.8M (c) COMNAVREGMIDLANTINST 5218.2	
1. It is requested that a meter to process official mail be issued to USS MOUNT WHITNEY (LCC/JCC 20) for a scheduled underway period away from the Norfolk area. The following information is provided: a. Name and rate of the individual who will sign as the meter custodian for the meter and be responsible for it while issued: YNC(SW/AW) Pettis N. Sims. b. Anticipated date of underway period: 11AUG04-19AUG04. c. Date meter is requested by: 10AUG04. d. Telephone number and e-mail address of the meter custodian: simsp@mtwhitney.navy.mil (757) 444-8886.	
2. The USS MOUNT WHITNEY (LCC/JCC 20) understands that the issued meter is the property of the RNMC, and will be returned along with all accessories and unused supplies within 3 working, or 5 calendar days following return from underway period.	
M. R. WILSEY By direction	



METER ISSUE



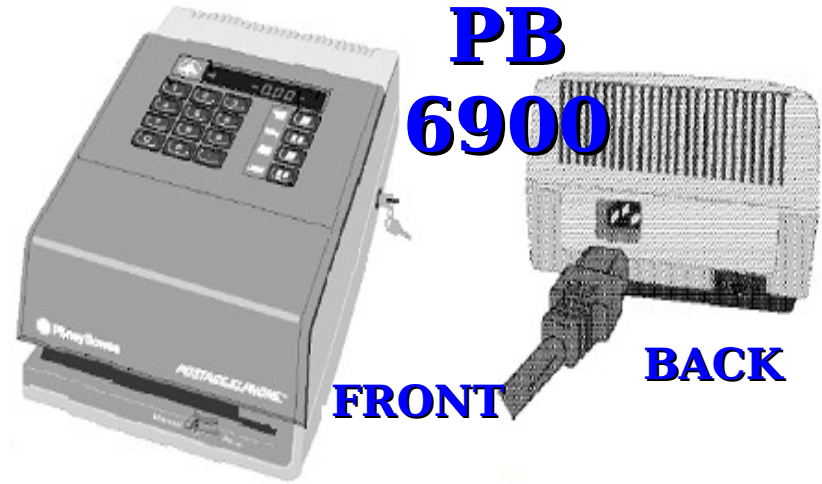
❖ **RNMC will either issue PB 6900 or a B700 postage meter.**

❖ **NOTE: PB 6500 meter base are no longer used, if one is on hand return to your supply office for disposition.**

B700



**PB
6900**



FRONT

BACK



METER SUPPLIES ISSUED



❖ Supplies issued with Meters B700 & PB 6900:

- Ships add plate**
- Meter keys (2)**
- Power cord**
- Meter strips**
- Operating guide**
- Meter reading booklet, PS Form 3602-A**





METER ISSUE CHECKLIST



Meter Issue Checklist

A copy of the meter checklist is given to the command when the meter is issued. Upon return the meter serial number and issued items will be checked against the list.

The Official Mail Manager will be notified of any discrepancies or damages.



NAVAL SUPPLY SYSTEMS COMMAND
FLEET & INDUSTRIAL SUPPLY CENTER NORFOLK

REGIONAL NAVY MAIL CENTER
METER ISSUE & RETURN CHECKLIST

DATE: _____

PITNEY BOWES METERS:

6900 (ISSUED TO ALL OTHER SHIPS)
6909 (ISSUED TO ALL OTHER SHIPS)
B700 (ISSUED TO MT WHITNEY, WASP, SAIPAN, KEARSARGE, BATAAN)

SHIP'S NAME []	OUT	IN	COMMENTS
METER MODEL & SERIAL NUMBER [] []			
SHIP'S AD PLATE			
METER KEYS (2)			
POWER CORD			
METER READING BOOKLET (PS Form 3602-A)			
OPERATING GUIDE (6900/6909/B700)			
METER STRIPS (6900/6909/B700)			
RIBBON CASSETTE (B700)			
ENVELOPE STACKER			
CONTAINER FOR METER			
INK ROLLER (6900/6909)			

ISSUED BY: _____ ISSUED TO: _____
(PRINT RATE / NAME)

RECEIVED BY: _____
(SIGNATURE)

➔ **NOTE:** RETURN METER WITHIN **3** WORKING OR NLT **5** CALENDAR DAYS AFTER RETURN TO PORT. ALL SUPPLY ITEMS (i.e., UNUSED METER TAPES OR INK) MUST BE RETURNED. METER WILL NOT BE ACCEPTED WITHOUT ALL ITEMS RETURNED.



METER READINGS PS FORM 3602-A



❖ **PS Form 3602-A, Record of Meter Register Readings is a booklet maintained by all units operating a postage meter. PS Form 3602-A is used to verify postage used (ascending register) and postage unused (descending register) on all meters.**

Day	A. Ascending Register							B. Descending Register							C. Total of Columns A and B						D. Locking Seal Number						
17				3	6	3	9			2	6	3	6	1			3	0	0	0	0						
21			2	5	0	0	0				5	0	0	0			3	0	0	0	0						

■ **Entries in PS Form 3602-A are made by the meter operator. The Record of Meter Register Reading booklet should be secured along with the meter at the end of the work day.**



POSTAGE REQUEST



❖ When deployed and requesting extra postage the following information is required when calling or sending an e-mail. (Steps for obtaining the information from each meter varies.) Regardless of which model, provide the meter serial number and current access code.



■ Once the serial number and access code are received at RNMC the request will be processed through Pitney Bowes.

■ An e-mail will be sent to you within 1-3 days with the postage refill amount and the combination needed to enter the new dollar amount.



POSTAGE REQUEST & METER READINGS



❖ After adding the postage refill amount to the meter PS Form 3602-A has to be updated. The unit now has more money than it deployed with that needs

Month of January Year 03

	A.							B.							C.							D.									
Day	Ascending Register							Descending Register							Total of Columns A and B							Locking Seal Number									
17				3	6	3	9			2	6	3	6	1			3	0	0	0	0										
21				2	5	0	0	0				5	0	0	0			3	0	0	0	0									
27				2	5	0	0	0				5	5	0	0	0			8	0	0	0	0			+	5	0	0	0	0

Postage refill
amount for
\$500.00

Add refill amount
to reflect new
total

❖ **NOTE: Add new postage prior to metering any mail for the day.**



POSTAGE REQUEST POINT of CONTACT



- ❖ **When requesting extra postage contact Michael Mattson or Robert Johnston at the address below:**

- Michael Mattson 757-444-8482 ext 24
e-mail: michael.mattson@navy.mil

- Robert Johnston 757-444-8482 ext 25
e-mail: robert.johnston3@navy.mil

- ❖ **The following individual can also be contacted for assistance:**

- Tony Eyzaguirre 757-444-7203 ext 11
e-mail: tony.eyzaguirre@navy.mil

Note: The above POC's are for problems concerning the PB 6900 or B700.

For more information visit the Regional Navy Mail Center website:

www.nor.fisc.navy.mil



Regional Navy Mail Center



BROKEN POSTAGE METERS



- ❖ If problems occur in operating your meter check with Postal Clerk on board, if available to resolve the problem. Next contact the below individuals if problem still exists:
- ❖ - Michael Mattson 757-444-8482 ext 24
e-mail: michael.mattson@navy.mil
- ❖ - Robert Johnston 757-444-8482 ext 25
e-mail: robert.johnston3@navy.mil

Note: The above POC's are for problems concerning the PB 6900 or B700. For more information visit the Regional Navy Mail Center website:

www.nor.fisc.navy.mil

Regional Navy Mail Center



STAMP STOCK



- ❖ **RNMC provides a meter for deployment/underway periods, any official postage stamps on hand should be depleted prior to using postage issued on official meters.**
- ❖ **Submarines will receive stamps for use while deployed and should adhere to procedures for having stamp stock on hand.**
- ❖ **STAMP STOCK ON HAND**

If any official stamp stock is on-hand you are required to:

- **Perform a monthly audit (NAV Form 3294).**
- **Keep stamps locked up and secured.**



RNMC NEWSLETTER PROGRAM



- ❖ **RNMC Newsletter Program allows the originator to forward their newsletter and mailing list by e-mail to RNMC.**
 - **Newsletter must be done in Microsoft WORD (4 pgs/8 sides)**
 - **Addresses must be done in Microsoft EXCEL**
 - **After e-mail is received it is reviewed and if accepted forwarded on to DAPS for printing**
 - **Errors preventing the newsletter from being sent to printing will be returned with an explanation to the sender**
 - **E-mail sent informing sender; when newsletters received, forwarded to DAPS and the date newsletter mailed**
 - **Records of newsletter mailing dates are kept on hand at RNMC**

- ❖ **NOTE:** **U.S. FLEET FORCES COMMAND and the TYCOM provide the funding for all consumable costs of these items for ships and squadrons (must have an FPO address).**



NEWSLETTER PREPARATION



❖ **Helpful hints in preparing Newsletters:**

- **Use Arial or Times New Roman fonts**
- **Keep margins at minimum of .5" on all sides**
- **Keep pictures to a minimum and no larger than 4" x 4"**
- **Keep complex graphics to a minimum**
- **Do not use page breaks and page numbers**
- **Do not use headers or footers**

❖ **Hints in Preparing Address List:**

- **USE capitol letters**
- **Format columns for -- Name, Address, City, State, Zip and Country (if applicable)**
- **DO NOT use any punctuations**
- **DO NOT use zip + 4 (for civilian addresses)**



NEWSLETTER PROGRAM POINTS of CONTACT



- ❖ **Send e-mail to: nrfk-fisc_rnmcnewsletters@navy.mil
and
michael.mattson@navy.mil**

❖ **Note: Send both files in one e-mail. Sending e-mail from a ship you may have to send in a zip file or two separate e-mails.**

- ❖ **POC's are:**
 - Michael Mattson 757-444-8482 ext 24
e-mail:
michael.mattson@navy.mil**
 - Robert Johnston 757-444-8482 ext 25
e-mail:**



CONTACT PERSONNEL



❖ **Need assistance, experiencing problems, have questions?**

- **First contact the Postal Clerk in your Ships Post Office**
- **Information available via RNMC web page --
(www.nor.fisc.navy.mil) -- click on Regional Navy
Mail Center**





REGIONAL NAVY MAIL CENTER ON-LINE



**For access to training guides, instructions,
links and other information, go online at**

www.nor.fisc.navy.mil

**Scroll down to the bottom and click on
"Regional Navy Mail Center - Atlantic"**

**Ensure Official Mail Managers provide their
e-mail address to:**

tony.eyzaguirre@navy.mil

